



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-PLIA

19 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-30, Information Technology (IT) Disposition

1. References:

a. Memorandum, Deputy Secretary of Defense, subject: Destruction of DoD Hard Drives Prior to Disposal, 8 January 2001.

b. AR 25-2, Information Assurance, 24 October 2007.

c. AR 25-1, Information Management, 26 August 2005.

d. Deputy Secretary of Defense memorandum, subject: Disposition of Unclassified DoD Computer Hard Drives, dated May 29, 2001.

2. This policy applies to all organizations under the U.S. Army Garrison Vicenza Area of Responsibility (AOR) and supersedes U.S. Army Garrison Vicenza Policy Memorandum 07-02, Information Technology (IT) Disposition dated 13 December 2006.

3. The following procedure will be adhered to when disposing of unclassified Information Technology (IT):

a. The IMO will prepare the following documentation when turning-in any non-operational equipment and bring the equipment and the hard drive to the Director of Logistics (DOL), Information Technology (IT), Building 12, Caserma Ederle, Vicenza:

(1) DA Form 2407, Maintenance Request (for all IT turn-ins).

(2) DLIS Form 1867, Certification of Hard Drive Disposition Level (only for CPUs), Enclosure 1.

(3) Turn-in Automation Equipment Memorandum (only CPUs hard drives/Laptops), Enclosure 2.

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b. DOL IT will enter condition code in DA Form 2407, and prepared Disposition Memorandum, Enclosure 3.

c. IMO will make an appointment with the DOL, SSA Turn-in Section. Two days before the turn-in appointment date, take the Disposition Memorandum, and documentation listed in paragraph 3.a. (1-3) listed above to the USAG DOL Property Book section for processing. On the day of the appointment, take the equipment to USAG DOL Property Book section for turn-in to the SSA.

4. IMOs will check with DOL IT section when they have excess operational equipment for possible redistribution to other organization within the USAG Vicenza.

5. Until this organization acquires other means of destroying classified hard drives, the following steps will be adhered to in order to minimize the possible re-assemble of hard drives:

a. Non-operational classified computer hard drives will be first wiped with authorized utilities.

b. Safely physically destroy by any means to render small enough pieces.

c. Follow same procedure listed in paragraph 3. above items (1) and (2).

d. Removal and destruction of classified hard drives can only be done by IMO/IASO with a U.S. security clearance.

6. Point of Contact for this policy is the Information Assurance Manager at DSN: 634-8222.

3 Encls

1. DLIS Form 1867

2. Sample memo for Turn-In of IT Equipment

3. Sample memo of Disposition Instructions


ERIK O. DAIGA
COL, MI
Commanding

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

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UNITED STATES ARMY GARRISON VICENZA
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APO AE 09630

IMEU-VIC-XX

Date

MEMORANDUM FOR USAG VICENZA, DOL, SSA, ATTN: TURN IN SECTION, Unit
31401, Box 14, APO AE 09630

SUBJECT: Turn-in of Information Technology (IT) Equipment

1. This memorandum is to certify that the CPU listed below with the serial number does not contain classified, sensitive, or information protected under the Privacy Act.

Brand Name
XXXXXXX

Serial Number
XXXXXX

2. The hard drive of the above listed CPU/Laptop was cleaned IAW AR 25-2, paragraph 4-18, removed and destroyed.

3. The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "Disposition of Unclassified Computer Hard Drives" dated June 2001.

4. Point of contact is the undersigned at 634-6157.

IMO/LAO Signature Block



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
DIRECTORATE OF LOGISTICS
UNIT 31401, BOX 14
APO AE 09630

IMEU-VIC-LGS

Date

MEMORANDUM FOR (Organization Equipment Owner)

SUBJECT: Disposition Instructions on Excess Information Technology (IT) Equipment

1. Reference: SCIA Newsletter dated March 2006, Issue 1, subject: SCIA Closure.
2. This memorandum is your authorization to dispose the Excess IT Equipment. A copy of this memorandum is to be presented to the turn-in activity at time of turn-in.
3. If you require further information, please contact the POC below at 634-XXXX.

IMO/IAO Signature Block